



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 671.1

Job Title: **ANIMAL CONTROL OFFICER TRAINEE**

Pay Grade: 11

### **GENERAL SUMMARY:**

As a trainee, performs routine support functions in the enforcement of animal control through the apprehension and impounding of stray, diseased and/or dangerous animals. Assists in conducting investigations of animal ordinance violations.

### **RESPONSIBILITIES:**

- Performs routine functions through communications, dispatch and case documentation to acquire knowledge of the animal control operations (i.e. codes, computer system, ordinances and regulations).
- Under close supervision, plans route, drives to destinations and completes necessary paperwork on the assigned calls.
- Assists in apprehending and impounding stray, diseased and/or dangerous animals.
- Aids in loading and unloading animals from trucks and counts, sorts, and separates them by size and sex prior to placement in kennel or ward.
- Under close supervision, issues citations to animal owners who are in violation of City ordinances.
- May explain the City ordinances and the responsibilities of pet ownership to the public.
- Cleans and monitors the animal wards; checks and maintains supply levels; makes simple observations regarding sickness and/or injury.
- Assists the public with identification of their animals at the impound facility.
- Logs and maintains related files and prepares reports.
- Maintains proper records on animals apprehended or turned in by citizens.
- Checks and services vehicles and reports maintenance needs to lead or supervisor.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED.

#### **EXPERIENCE:**

No experience is required.

**Certification:** Must obtain State of Texas Basic Animal Control Certification within nine months of employment in classification.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

### **PHYSICAL EFFORT:**

The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

### **WORK ENVIRONMENT:**

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Animal Control Officer Trainee  
Animal Control Officer  
Senior Animal Control Officer  
Animal Control Supervisor  
Animal Control Manager

*Effective Date: October 1990*

*Revised Date: July 2000*